

### Select from Multiple Bill to Addresses

This new functionality allows LEAs to select from multiple bill to addresses. Only one bill to address will be allowed per PO and this field will not be modifiable on a change order. If a bill to address is not specified, the bill to address will default to the code set in the control file.

To set up your new Bill To Addresses, please use the following steps:

**STEP ONE:** Enter the Bill To Address using the AddressMaintenance (add) eForm in the NC E-Procurement System. Note: EPLite Administrator and Security Administrators have access to the eForm functionality on the shortcut menu of the homepage.

**STEP TWO:** Locate the Bill To Address Unique ID by creating an AddressMaintenance (update) eForm in the NC E-Procurement System.

Address eForm - Complete

AddressMaintenance AD113516154  
AddressMaintenance

Fill out the eForm. When complete, click NEXT to continue.

Complete eForm - Update Address

Entity: SCHL150

Unique Name: 4173

Address ID:

Name: Edgecombe County Pul

Line 1: P. O. Box 7128

Line 2:

Line 3:

City: Tarboro

State: NC

Postal Code: 27886

Country: United States

**STEP THREE:** Enter the Unique ID for each Bill To Address in the Site File (menu option 13) in ISIS.

6/16/05 14:43:15 CABARRUS COUNTY SCHOOLS  
ISIS Financial System: Site File

Site Code: 340  
Site Name: WINECOFF ELEMENTARY SCHOOL

Ship to: WINECOFF ELEMENTARY SCHOOL  
375 WINECOFF SCHOOL ROAD

City: CONCORD State: NC Zip: 28027

Attention:

Bill to: CABARRUS COUNTY SCHOOLS  
PO BOX 388  
PO BOX 388

City: CONCORD State: NC Zip: 28026

Attention: ACCOUNTS PAYABLE

Phone:

NCEP XRef: LCALSHIP1

Bill To: